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Executive Officer to the DD/S

19 April 1965

Chief, Records Administration Staff

Quarterly Report for the Records Administration Staff

Here is a Summary Report of our activities for the period 1 January - 31 March 1965. Details on the individual assignments are on file for inspection at any time.

1. Completed 99 new and 68 revised forms projects and eliminated 29 official forms. Monetary savings from these forms activities amounted to \$7,897.

2. Completed a Forms and Procedures Survey in ORR. This was a joint project with the ORR Records Officer. A few of the principal accomplishments were:

a. Elimination of 29 forms no longer needed, the replacement of 100 unofficial forms with 23 official forms and the simplification of procedures in a number of organizational units.

3. Processed and approved 29 separate projects for Specialty Filing Equipment. This equipment replaces safes and cabinets resulting in the release of 250 pieces of equipment with net savings of \$77,280. In addition to the monetary savings, intangible benefits such as better arrangements of files, savings in floor space and quicker reference rates to files will result.

4. Nine Records Control Schedules affecting the retention and/or disposal of over 30,000 cu. ft. of records were revised. The revisions, in many instances, provided for a reduction in retention time of records in Headquarters office space or Records Center. The net result of these actions will be fewer records, less equipment and more space.

5. The President's Moratorium on the procurement of new Filing Equipment was implemented by the following actions:

a. The issuance of Headquarters Notice outlining the need to eliminate inactive records.

b. Separate meetings were held with the Records Officers in each Directorate.

c. Special posters were distributed calling attention to the need to eliminate inactive records.

d. A special handout will be distributed with the Employee Salary Checks on 23 April and a Card will be placed on each table in the Cafeteria calling attention to the Spring Cleanup Campaign.

6. For the third successive month the Records Center destroyed more records (4,290 cu. ft.) than they received (2,836 cu. ft.). Net Holdings in the Center at the end of March were 83,935 cu. ft.

7. The Staff Study on the Feasibility of a facility for the Storage of certain USIB Finished Intelligence Materials in the new General Services Administration Records Center at Suitland was presented to the CODIB Meeting on 18 March. There was general agreement on the feasibility of this proposal, however final discussion on the Staff paper was postponed for the next meeting pending further coordination.



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